

Item No. 10.1.1
Halifax Regional Council
December 13, 2011

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY: Original signed by 

Richard Butts, Chief Administrative Officer

Original Signed by 

Mike Labrecque, Deputy Chief Administrative Officer

DATE: November 16, 2011

SUBJECT: Award – Sole Source to Versaterm for Electronic Summary Offence
Ticket Configuration

ORIGIN

Council Report of January 18, 2011 – Cost Shared Funding Electronic Ticketing

RECOMMENDATION

It is recommended that Halifax Regional Council, in accordance with the Sole Source Policy (Administrative Order 35, Section 8(11), (sub-sections (a) and (b) attached), award a sole source purchase for Electronic Summary Offence Ticket Configuration, to Versaterm for a Estimated Amount of \$86,703.38 (net HST included) with funding from Project Account No. CIP00763-Computer Aided Dispatch, as outlined in the Budget Implications section of this report.

BACKGROUND

On January 18, 2011 Regional Council approved to accept the cost shared funding from the Department of Justice in the amount of \$350,000 to implement an electronic summary offence ticket process. Electronic ticketing is defined as a process by which a Summary Offence Ticket is produced electronically, a copy printed and issued to the accused and the data is transferred electronically to the Halifax Regional Police and Halifax District RCMP Records Management System, Versadex and the Department of Justice System, JEIN. The basic business objective of the Halifax Regional Police (HRP) ESOT Project is to leverage technology to issue Summary Offence Tickets electronically and streamline SOT processes.

The ticketing module is an existing module within the Versadex Records Management System (RMS). In order to activate the module it is necessary to have the module configured to reflect the Province of Nova Scotia's new ticket format and to upgrade the existing interface between the Province and the RMS. The Province has successfully implemented a new ticket and court arraignment process and the project is ready to make the necessary upgrades to activate the module in the police vehicles. Versaterm, as the owner and developer of the Versadex Records Management System(RMS) technology, must be retained to customize and configure the ticketing module. The purchase of these services from Versaterm are being recommended within the terms and conditions of the Sole Source Policy criteria under section (a) and (b) as listed below.

- (a) To ensure compatibility with existing products, facilities or service, to recognize exclusive rights, such as exclusive licences, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative.
- (b) Where, for technical reasons, there is an absence of competition and the goods or services can be supplied by a particular supplier and no alternative or substitute exists.

DISCUSSION

A quotation from Versaterm was received on October 20, 2010.

Quotation	Company	Total Vendor Quote (including net HST)
Budgetary Quote	Versaterm	\$86,703.38

The scope of work and deliverables for this project is estimated at \$83,140 plus net HST. Although this will be a fixed priced contract, the HRM Project Manager may adjust the list of the anticipated deliverables during the course of the work. The statement of work is for the

completion of the following deliverables: Electronic Ticket Production in MRE; Electronic Ticketing module, including RMS integration; Electronic Ticketing interface from the Police MDT/MRE application to the Province of Nova Scotia; and eSOT report.

It is anticipated that customization and configuration of the electronic ticket production and development of the Provincial interface is expected to be ready for testing by or before Jan 31, 2012.

The total cost of the ESOT project is estimated at \$706,000 with \$488,203 of spending to date (including the award discussed herein).

In addition there will be ongoing annual support costs of approximately. \$6,000.00. This additional support cost will begin after year 1 of operations.

Due to the security, proprietary and technical nature of the module, there is no ability to have another vendor configure the module. The project was planned and budgeted with this cost included. The balance of ESOT project funds will be used for purchase of printers, installation and change orders resulting from the pilot.

BUDGET IMPLICATIONS

Based on the quoted price of \$83,140 plus net HST of \$3,563.38 for a net total of \$86,703.38, funding is available in the 2011/12 Project Budget from Project Account No. CIP00763-Computer Aided Dispatch. The budget availability has been confirmed by Finance.

Budget Summary:	Project Account No. CIP000763, Computer Aided Dispatch	
	Cumulative Unspent Budget	\$ 790,405
	Less: Sole Source Award	<u>(\$ 86,703)</u>
	Balance	\$703,702

The balance of funds will be used for implementation of the Electronic Ticketing project, disaster recovery, electronic file management and other computer aided dispatch and records management systems requirements.

FINANCIAL MANAGEMENT POLICIES/BUSINESS PLAN

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Project and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Project and Operating reserves, as well as any relevant legislation.

ALTERNATIVES

Versaterm will not permit another vendor to configure their software. There is no other alternative to having the work completed. If Versaterm is not permitted to do this work, the Electronic Summary Offence Project will cease.

ATTACHMENTS

Attachment A - Sole Source Policy, Administrative Order 35, Section 8 (11).

A copy of this report and information on its status, can be obtained by contacting the Procurement Office at 490-4170, or Fax 490-6425.

Report Prepared by: Supt. William Moore , 490-3888]

Business Unit Review:

Supt. William Moore, 490-3888

Procurement Review:

for Anne Feist, Operations Manager, Procurement (490-4200)

Report Approved by:

Chief Frank Beazley, 490-6500]

Administrative Order 35
Procurement Policy Section 8 (11)
Sole Source/Single Source Purchases

(11) **Sole Source/Single Source Purchases:** The terms and conditions of a sole source/single source purchase shall be negotiated. A sole source/single source purchase occurs:

- (a) To ensure compatibility with existing products, facilities or service, to recognize exclusive rights, such as exclusive licences, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative.
- (b) Where, for technical reasons, there is an absence of competition and the goods or services can be supplied by a particular supplier and no alternative or substitute exists.
- (c) For the procurement of goods or services the supply of which is controlled by a supplier that is a statutory monopoly.
- (d) For the purchase of goods on a commodity market.
- (e) For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor.
- (f) For work to be performed on a property by a contractor according to the provisions of a warranty or guarantee held in respect of the property or the original work.
- (g) For the procurement of a prototype of a first good or service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases.
- (h) For the procurement of a good or service for testing or trial use.
- (i) For the purchase of goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases.
- (j) For the procurement of original works of art.
- (k) For the procurement of goods intended for resale to the public.
- (l) Where the Municipality has a rental contract with a purchase option and such purchase option could be beneficial to the Municipality.
- (m) Notwithstanding anything in this policy, where a purchase is determined by Council to be fair and reasonable and is made from a nonprofit corporation supported by the Municipality, such a purchase may be made as a single source purchase.
- (n) Where items are offered by sale by tender, auction or negotiation such purchase will be deemed to be a single source purchase and the CAO may authorize the submission of a bid or the conduct of negotiations where the CAO determines the purchase to be clearly in the best interest of Halifax Regional Municipality.
- (o) Where goods or consulting services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of such matters through an open tendering process could reasonably be expected to compromise government confidentiality, cause economic disruption or otherwise be contrary to the public interest. Purchases of this nature must be approved by the CAO
- (p) Where compliance with an open tendering process may interfere with the Municipality's ability to maintain security or order or to protect human, animal or plant life or health.